

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3637 **TITLE:** MENTAL RETARDATION SPECIALIST II **GRADE:** S-23

DEFINITION:

Under clinical and administrative supervision, manages a residential facility and its assigned staff; OR provides case management to individuals receiving services under the Medicaid waiver; OR provides service coordination to families under Part H of the Individuals with Disability Education Act; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Mental Retardation Specialist II differs from the Mental Retardation Specialist I in that the Mental Retardation Specialist II serves as a Medicaid waiver case manager, provides service coordination in the Early Intervention program, or manages a residential facility and its assigned staff, whereas the Mental Retardation Specialist I serves as a non-Medicaid/state plan option case manager or living skills facilitator in a residential setting.

The Mental Retardation Specialist II differs from the Mental Retardation Specialist III in that the Mental Retardation Specialist II provides Medicaid waiver case management or service coordination in the Early Intervention program, or oversees a single residential facility and its assigned staff, whereas the Mental Retardation Specialist III oversees a group of case managers or residential facilities.

ILLUSTRATIVE DUTIES:

Participates in recruitment, training, orientation and evaluation of residential staff and/or home care providers;
Screens/interviews prospective clients to determine needs and appropriateness for program;
Leads milieu, individual, group, and family counseling sessions;
Coordinates, implements, and monitors delivery of individual service plan;
Analyzes data to determine client progress and makes necessary changes to service plan;
Writes individual service plans, progress notes, and summaries;
Ensures proper adherence to federal, state, local, and agency regulations and licensure standards;
Links clients with appropriate community resources;
Provides crisis intervention;
Monitors security of drug inventories and use by clients;
Conducts building inspections and coordinates maintenance activities;
Prepares monthly house account reports and monitors house expenditures;
Advocates for clients in the community;
Coordinates and leads interdisciplinary team meetings to develop and monitor consumer service plan;
Organizes and maintains consumer files and other confidential records;
Prepares administrative reports;
Represents program within the community;
Develops cooperative relationships with community groups and agencies;
Conducts home visits to providers;

Develops, provides, and coordinates relevant training for agency staff and vendors;
Plans, coordinates, and monitors activities of the Fairfax County Interagency Coordinating Council.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of intake procedures, social history development and interviewing techniques;

Knowledge of psychiatric, psychological, and/or sociological terminology and concepts;

Knowledge of the principles, practices, methods, and techniques related to treatment of persons with mental retardation or other development disabilities;

Considerable knowledge of community resources, including relevant public and private organizations;

Ability to recognize external behavioral symptoms of developmentally disabled individuals who may concurrently exhibit signs of mental illness or substance abuse;

Ability to successfully perform as a team member/leader;

Ability to conduct performance evaluations and implement personnel procedures;

Ability to establish rapport and maintain effective relationships with clients;

Ability to develop and maintain effective working relationships with subordinates, co-workers public and private sector organizations, community groups and the general public;

Ability to communicate effectively, both orally and in writing;

Ability to maintain records and prepare reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited college or university with a master's degree in psychology, social work, or a related field.

CERTIFICATES AND LICENSES REQUIRED:

Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB, for positions in residential and case management programs;

MANDT Certifications within six (6) months of appointment and annually thereafter, for positions in CSB residential services;

First Aid and CPR certification within 90 days of appointment and maintained throughout CSB employment, for positions in residential programs;

Medication Administration Assistance Certification within 90 days of appointment, for positions in residential programs.

NECESSARY SPECIAL REQUIREMENTS:

Criminal background record check;

TB screening upon hire and annually thereafter.

REGRADED:

July 8, 2006

ESTABLISHED:

June 26, 2000